

City of Ada
Minutes of the Regular City Council Meeting
July 7, 2015 – 6:00 p.m.
City Hall

Members present: Mayor Jim Ellefson, Members John Hintz, Candy Robertson, John Rosenberger, Neil Miller, Craig Edwards, Jim Hansen, Rich Pinsonneault.

Others present: James Leiman, Jason Murray, Brian Rasmusson, Vern Habeck, and others.

IV. Public Hearing – Proposed Project Plan and Boundary for a Tax Increment Financial District in the Northwest and Southwest Industrial Parks. Jason Murray went over the details of the TIF Plan. There weren't any comments from the public or council. The hearing will be suspended until July 20th.

V. Citizen Forum. None.

VI. Consent Agenda. Listed on the consent agenda was: June 2, 2015 Council Meeting minutes, City pre – paid checks, City accounts payable in the amount of \$129,651.94, Thank You to Public Works and Police Department for escorting bikers, Approver certification incentive for staff per contract: James Hanson and Reed Rasmusson – Certified Pool Operators, Stephanie Knutson and Kristi Henderson – Certified Election Judges. The certification for staff was removed.

Motion by Member Edwards, second by Member Hansen to approve the consent agenda with changes. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VII. Approve agenda. Certification approval for staff was placed under the Mayor's report, Resolution 2015-07-02 was placed prior to Moore Engineering, The LOMR Letter was moved to after the Synopsis Discussion, Bucket truck and Cross training discussion was added under Administrator Report.

Motion by Member Robertson, second by Member Hintz to approve the agenda with changes. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VIII. Presentations with possible discussion and decision. Certificate of Appreciation for Norman County Ag Society. Don Merkens accepted the certificate on behalf of the NC Ag Society.

B. Approve Resolution 2015-07-02 – call for Abatement Hearing in regards to establishing a hearing for the downtown redevelopment project.

Motion by Member Hansen, second by Member Pinsonneault to approve Resolution 2015-07-02. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

C. Moore Engineering. 1. Partial Payment #6 for Well Project - \$197,577.32.

Motion by Member Edwards, second by Member Rosenberger to approve partial payment #6 for the Well Project in the amount of \$197,577.32. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Change order #2 for Well Project - \$8,079.75.

Motion by Member Robertson, second by Member Edwards to approve change order #2 for the Well Project in the amount of \$8,079.75. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

3. Payment Request – Moore Engineering for Well Project - \$8,700.00.

Motion by Member Pinsonneault, second by Member Rosenberger to approve the payment to Moore Engineering in the amount of \$8,700.00 for the Well Project. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

4. Conversion of existing monitoring well to production well at an estimated cost of \$36,000.00.

Motion by Member Pinsonneault, second by Member Edwards to move forward with converting the monitoring well to a production well and to fund it out of the Long Term Designated Capital Fund. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

6. Breakdown of cost for flood control project not including land. Tyson went over the wordage in the Resolution and explained the project costs.

9. Approve Resolution 2015-07-01 – Flood Hazard Mitigation.

Motion by Member Edwards, second by Member Rosenberger to approve Resolution 2015-07-01. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

5. LOMR Letter / MT-2 Form. The purpose to submit the form is for the City to acknowledge the request for the exemption of a portion of the City to be excluded from the flood plain due to the completion of the north dike. The fee for \$9,000.00 is for FEMA to review the exemption. This is not reimbursable through the DNR.

Motion by Member Pinsonneault, second by Member Robertson to authorize the submittal of the MT-2 Form to FEMA for review. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

IX. A. 1. Mayors Report. Approve certification incentive for staff per contract: James Hanson and Reed Rasmusson – Certified Pool Operators, Stephanie Knutson and Kristi Henderson – Certified Election Judges. Member Robertson questioned if the City needed to have Steph and Kristi as election judges going forward as it would be cheaper to hire citizens for the elections. Member Pinsonneault questioned if they have already received the training and if it was requested by the City. Attorney Heggem stated that per the union contract the extra \$.50 would need to be paid if they were requested to be certified.

Motion by Member Pinsonneault, second by Member Robertson to approve the certification incentive for all staff except Stephanie and Kristi as Certified Election Judges. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. 3. Administrator / Clerk / Treasurer Report. Bucket Truck. The council discussed putting the truck up for bids.

Motion by Member Pinsonneault, second by Member Hintz to put the Bucket Truck up for bids. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

4. Cross training. Member Pinsonneault stated that there had been issues in the past where only one person has held a skill which could leave the City in a bind if they leave. He questioned how the city is being protected against this. James explained that he has taken steps to address this with current staff and new hires.

1. Department updates. James provided updates for each of the departments stating that the city is moving forward with positive changes.

2. a. Public Works Maintenance position. Brian stated that they interviewed 5 applicants for the position and are recommending David Wang.

Motion by Member Robertson, second by Member Edwards to offer the position to David Wang and authorize the City Administrator to offer up to Step 3 of the union pay scale. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

b. Public Works Director position. Member Edwards stated that they interviewed 2 applicants for the position and are recommending Brian Rasmusson as the Public Works Director. James recommended hiring him at Step 7 of the Director scale.

Motion by Member Pinsonneault, second by Member Edwards to approve hiring Brian Rasmusson as the Public Works Director at Step 7 Grade 24.1. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

c. Parks and Rec Director position. Member Robertson stated that they interviewed 7 applicants for the position and are recommending Ashley Larson. James asked for flexibility to offer Step 1 up to Step 3, Salary Grade 19.

Motion by Member Robertson, second by Member Miller to approve hiring Ashley Larson as the Parks and Rec Director and authorizing the City Administrator to negotiation salary within Step 3, Salary Grade 19. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

X. A. Second Reading – Ordinance 461 – Establishing a Tree Ordinance.

Motion by Member Edwards, second by Member Miller to approve the second reading of Ordinance 461. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. Second Reading – Ordinance 462 – Ada Floodplain Ordinance.

Motion by Member Miller, second by Member Pinsonneault to approve the second reading of Ordinance 462. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. 1. Flood summary for publication. Per the state, the City can publish the summary versus the thirty page ordinance.

Motion by Member Pinsonneault, second by Member Edward to authorize the publication of the flood summary of the ordinance. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

C. Sale of City Hall (Easement and price, criteria). A proposal was received to have an internet company purchase the building. Concerns were raised on the structural condition of the building and also what contingencies could be built in for the upkeep of the building. The council would also like to have a public hearing of some sort to get input. Information will be gathered and brought back to the July 20th Special Meeting.

XI. A. New Business. Kaleidoscope guests. John Hintz volunteered.

B. Electrical needs for new construction – Weave Got Maille. The current electrical service to the property will not meet the needs of the company. The cost to put in new service underground would be about \$15,000.00.

Motion by Member Pinsonneault, second by Member Robertson to pay the entire cost of the upgrade and pay for it out of Long Term Designated Capital Fund. Members voting for: Hintz, Robertson, Rosenberger, Edwards, Hansen, Pinsonneault. Against: None. Abstain: Miller. Motion passed.

C. Move August council meeting due to National Night Out.

Motion by Member Hansen, second by Member Rosenberger to have the meeting on Wednesday, August 5, 2015 at the same time and location. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

E. Closed session – Evaluate the Performance of an individual subject to council authority – Administrator Quarterly Review.

Motion by Member Edwards, second by Member Miller to close the meeting at 8:08 p.m. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

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Motion by Member Rosenberger, second by Member Edwards to open the meeting at 8:20 p.m. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

XII. Motion by Member Edwards, second by Member Pinsonneault to adjourn the meeting at 8:21 p.m. Members voting for: Hintz, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

James Leiman
City Administrator / Clerk / Treasurer

Jim Ellefson
Mayor